

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.4	Administrative and Support Departments	Revised:	October 2008
<b>Policy 2.4.3</b>	<b>Office of International Services</b>	Responsibility:	Vice President for Academic Administration

## **OFFICE OF INTERNATIONAL SERVICES**

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### **Overview**

The Office of International Services (OIS) serves as the principal administrative office for all international documentation and processing at the Health Science Center. The mission of OIS is to support and enhance the international interests and activities of the Health Science Center. The role of the OIS is to provide technical expertise, advice and assistance in immigration matters to faculty, staff and students, as well as serving as a liaison between international visitors and the Departments of the Health Science Center, governmental agencies and the community's local service organizations. However the OIS cannot serve as the legal representative of international visitors.

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### **General Immigration Information**

The immigration laws of the United States control the admission of international visitors and the distribution of benefits to those who are qualified. An international visitor, for immigration purposes, is a citizen of any country other than the United States, Guam, American Samoa, or the United States Virgin Islands. All international visitors traveling to the United States must meet certain visa requirements. These requirements are different for intended immigrants (those who want to live here permanently and seek U.S. citizenship) than for non-immigrants (those whose stay will be temporary and seek an appropriate type of visa).

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### **Visa Eligibility**

There are various types of non-immigrant visa classifications. Each type is for admission to the United States with a specific purpose for the international visitor. The following is a list of some of the primary non-immigrant visas used by visitors who participate in programs affiliated with the Health Science Center:

1. B-1      Visitor for Business
2. B-2      Visitor for Pleasure
3. WB      Visitor for Business

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- 4. WT Visitor for Pleasure
  - 5. F-1 Student
  - 6. H-1B Temporary Worker in "Specialty Occupation" (i.e. faculty on non-tenure track)
  - 7. H-1B1 Temporary workers of the Chile and Singapore FTAs in a "Specialty Occupation"
  - 8. J-1 Exchange Visitor
  - 9. O-1 Worker with Extraordinary Ability
  - 10. TN Canadian/Mexican professionals under NAFTA
  - 11. E-3 Australian Worker in a Specialty Occupation

For specific visa application procedures and information, as well as limitations and restrictions on each type of visa, contact the OIS.

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**Employment Authorization**

- 1. B-1/B-2 None (academic honoraria payment, and reimbursement for associated incidental expenses are permissible if the activities are documented and legitimate)
- 2. WB/WT None (academic honoraria payment and reimbursement for associated incidental expenses are permissible if the activities are legitimate)
- 3. F-1 Restricted - Contact OIS for detailed information
- 4. F-2 None
- 5. H-1B Authorized for specific employer in a specialty occupation temporarily
- 6. H-1B1 Approved for the specific employer in a temporary specific job

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- 7. H4      None unless EAD (Employment Authorization Document)
  - 8. J-1      Permitted to work as described on Form DS-2019. Categories include: faculty positions (non-tenure track), research scholar, student, specialist, foreign medical graduates, trainer and interns.
  - 9. J-2      Restricted - Contact OIS for detailed information
  - 10. TN      Permitted for a specific employer in a professional business
  - 11. E-3      Authorized for Australian workers in a specialty occupation
  - 12. O-1      Authorized for an individual or extraordinary ability in science, arts, education, business, athletics, etc.

International visitors and/or departments should contact OIS for more information before accepting and/or offering any position for pay.

**Income Tax and FICA Tax for Non-resident International Visitors**

All international visitors are responsible for complying with United States income tax regulations and must file an income tax return each year. Income tax regulations are governed and enforced by the Internal Revenue Service (IRS), which is the federal agency that processes tax returns each year. The following brochures are published by IRS to help the non-resident international visitors understand their tax:

- 1. Publication 513: *Tax Information for Visitors to the United States*
- 2. Publication 519: *U.S. Tax Guide for Aliens*
- 3. Publication 520: *Scholarship and Fellowship*
- 4. Publication 901: *U.S. Tax Treaties*

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These publications are updated each tax year and may be obtained from the IRS at: 8626 Tesoro Drive. Publications may also be ordered from the IRS by calling 1-800-829-3676.

Annually, prior to April 15th, OIS, in coordination with Payroll Services, conducts a tax workshop for the benefit of all non-resident international visitors at the Health Science Center.

**Certificate of  
Compliance**

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The [Annual Certificate of Compliance](#) (*IRS Form 2063*) is a statement from the IRS that the non-resident international visitor has complied with the income tax regulations and has fulfilled all tax liabilities. For more information, contact OIS.

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